# Using Kaltura @ EIU

Installing and Recording Kaltura Capture

[How to Install the Kaltura Personal Capture Application](#) (2:17 min) Both Windows and Mac instructions are provided. Minimum system requirements to install Kaltura Personal Desktop Application:

- Windows 7 to 10, 64-bit and above
- Mac 10.10 to 10.13.

NOTE: The Kaltura Capture Desktop Application needs to be downloaded and installed one time (1) and will automatically open once installed. Be patient as the install process

To begin installing the Kaltura Capture application, EIU faculty, staff and students, open a web browser to https://www.eiu.edu/kaltura and login using your EIU NetID and password.
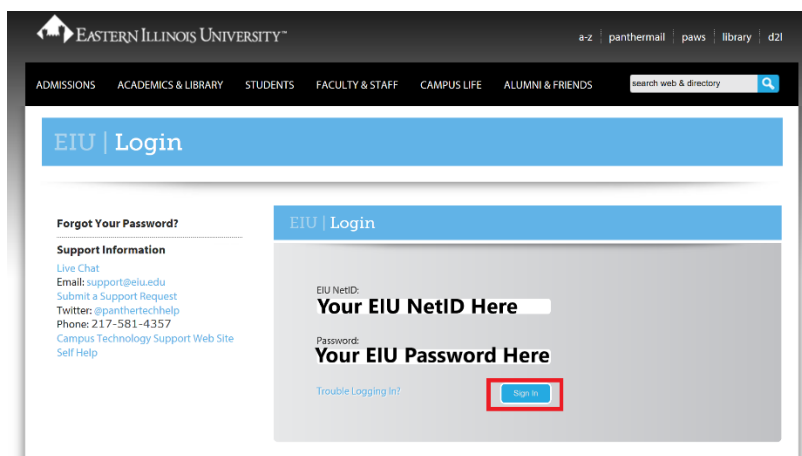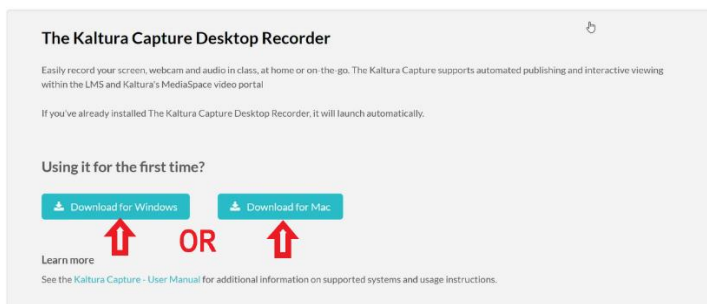

Once you are logged in to your Kaltura Media Space account select **+ Add New from the top right menu and click Kaltura Capture.**
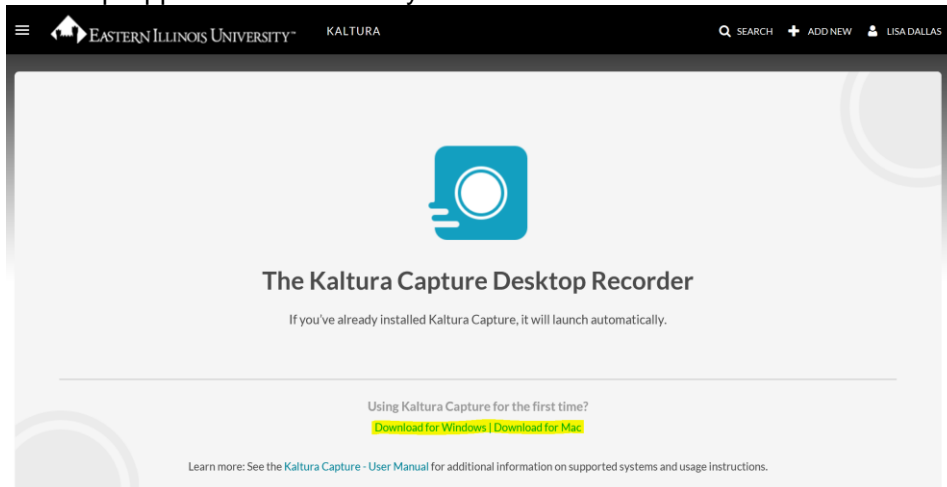
NOTE: **You may need to make your browser full screen to see all options.**
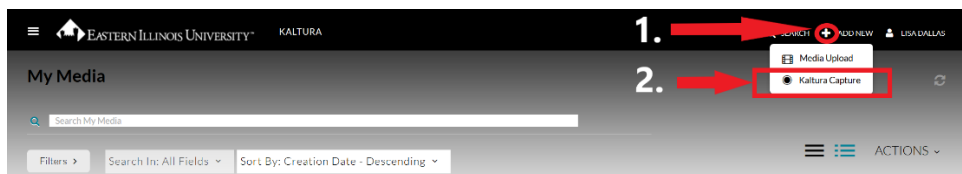
Select the download file for your computer and complete the application installation process.

Once Kaltura Capture installs and opens, you will always have an opportunity to download and reinstall Kaltura Capture Desktop Application if necessary

EIU ITC has a resource video that addresses installing Kaltura (8:37 min)
itcts 092 - Installing Kaltura Capture for Video Creation - https://www.youtube.com/watch?v=lUWEUz0-Au4

Additional Kaltura Video Tutorials:
Product Walkthrough (3:38 min)– Brief overview of Kaltura Capture with quick basic instruction on how to do a recording.

Getting Started with Kaltura Personal Capture Application (3:31 min) – General Overview of Kaltura Capture. Quick instructions show how to access, record, and view personal recordings.

REMINDER: EIU faculty staff and students may access Kaltura from https://www.eiu.edu/kaltura and login with EIU NetID and password.

Personal Capture Recording Options icon Overview
**NOTE:** If you have more than one display screen, Kaltura will identify and display it

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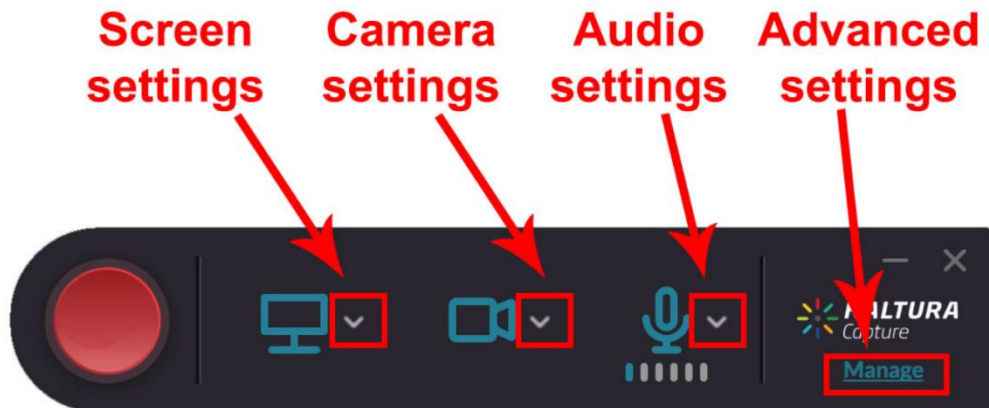
[How to Set the Recording Options in Kaltura Personal Capture (3:06 min)](#)
You may record your computer screen as shown:

NOTE: If you have more than one display screen; Kaltura will offer the option to record from all available display screens.

You may record yourself using a webcam along with the computer screen as shown:

Primary sources: https://www.kaltura.com; https://www.youtube.com/user/eiuitc
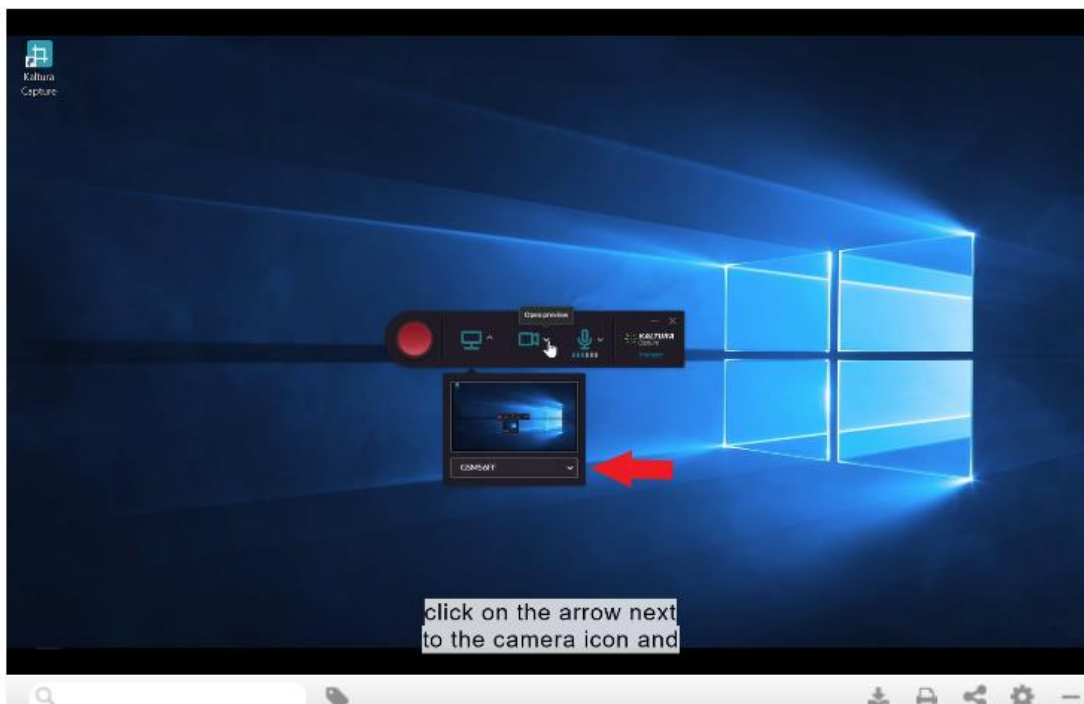
You may create an audio only recording (REMINDER: **deselect** available video camera options):

You may change your audio recording device:

NOTE: You may create any combination of screen and audio for your recording.

Additional Kaltura Resource:
How to Set and Create a Presentation Recording with Kaltura Personal Capture (2:08 min)

Reviews how to install Kaltura, set up camera, screen, and audio for recording the presentation. Shows how to save into My Media account.

Annotating while Recording with Kaltura Capture

Kaltura allows screen annotation on the screen you are recording with text, pen drawing and arrow shape. Once recording begins, click the Pen Icon to open the Kaltura Capture Screen Annotation options. Select the **tool** and then select the **color** from the displayed options.

Video showing Kaltura Capture annotation options and typical URL created for Kaltura Capture recording: https://eiu.mediaspace.kaltura.com/media/Clip+of+Annotating+Slide-Trimmed/1_tr1gbww7 (00:36 min)

Recording PowerPoint Lectures with Kaltura Capture

Recording PowerPoint slides enables viewers to easily navigate through a video by jumping to a specific slide, or by searching for text in the slide Slides are added as chapters with their time stamp as part of the recording Kaltura Personal Capture - Recording PowerPoint Slides: https://knowledge.kaltura.com/kaltura-personal-capture-recording-powerpoint-slides   **NOTE**: Recommend having your **PowerPoint file in Show mode** prior to the presentation to avoid post video trimming.

Quick Steps for Recording PowerPoint slides:
   Start Recording (Red button where Display and Audio settings ready and set for recording).
   **Select** the slides. **NOTE**: Each PowerPoint slide you use during the recording creates a chapter in the recording. **If you pause (Pause icon)** the recording **and continue** viewing/clicking through slides, those slides viewed/displayed will not be uploaded.
   End your recording (Square icon). When the recording is completed, the slides are uploaded as images and are set to chapters at their designated time stamps in the recording.
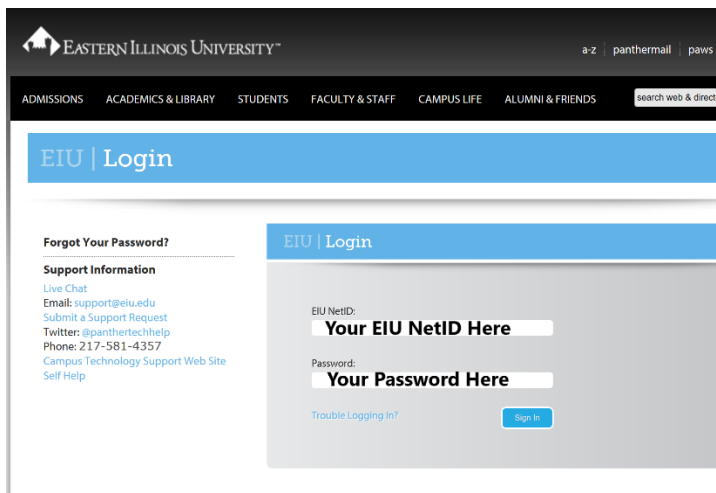
Editing your Recording with Kaltura Video Editor

Kaltura Capture offers post recording editing of your recording with the Kaltura Editor.
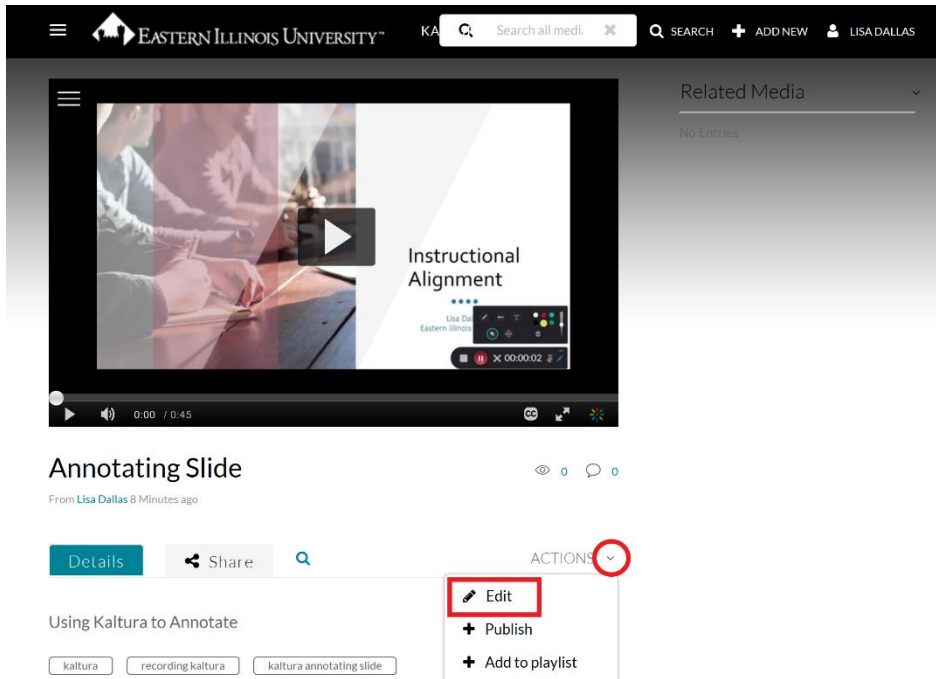
To edit your recording, Save and Upload it to your Kaltura Media Space. Once uploaded, click the blue URL created/generated for your recording.
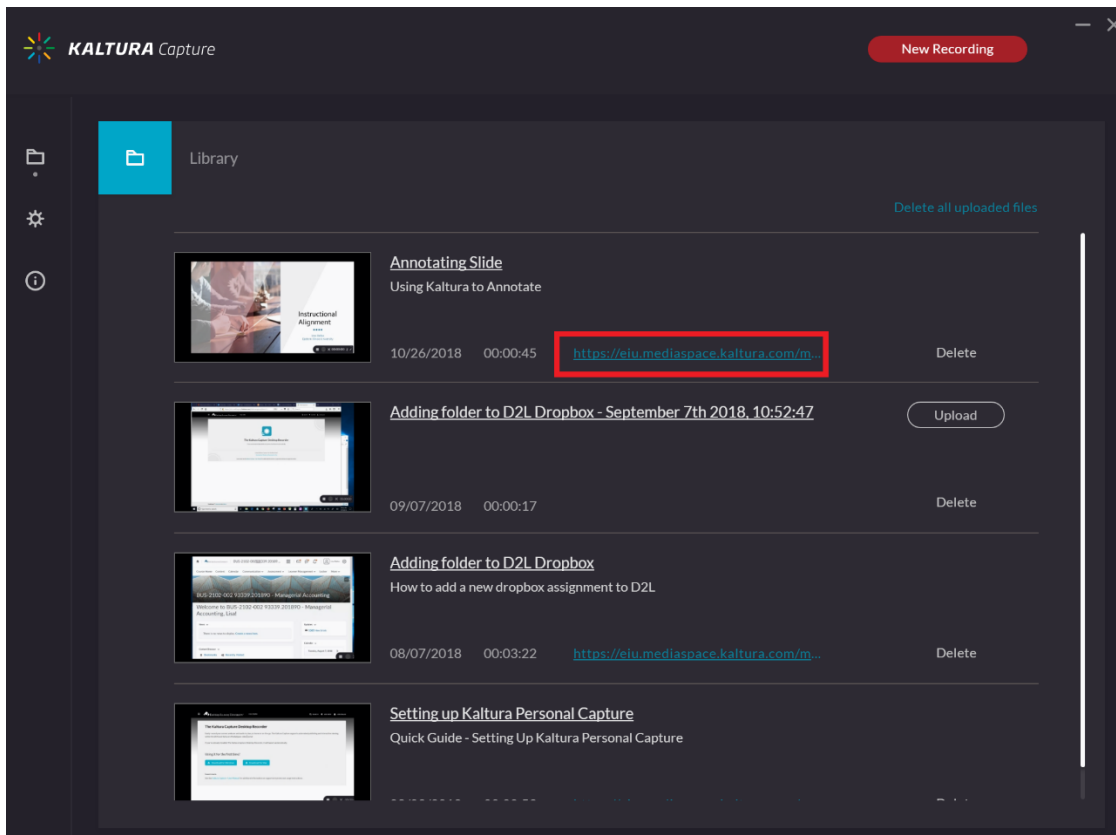
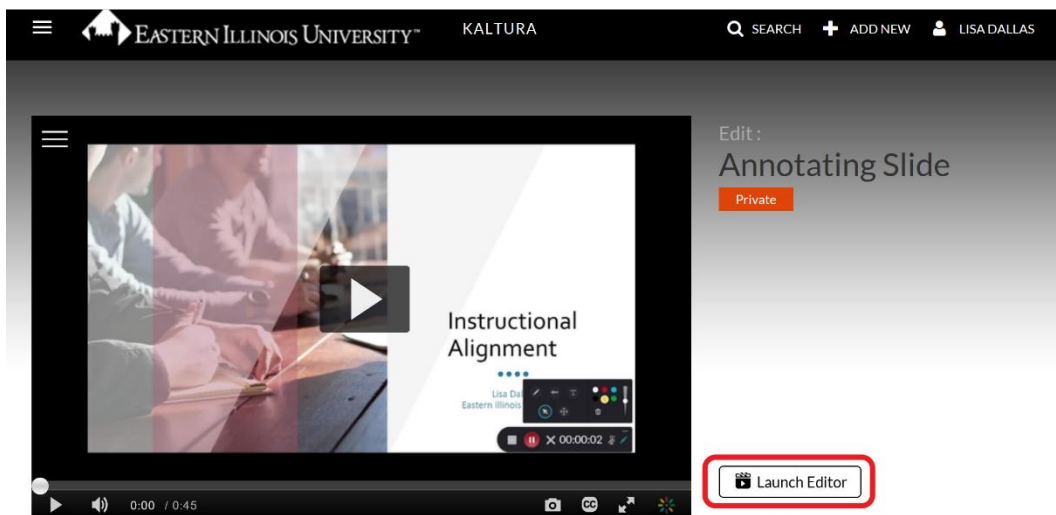You will login to your Kaltura Media space with your EIU NetID and Password

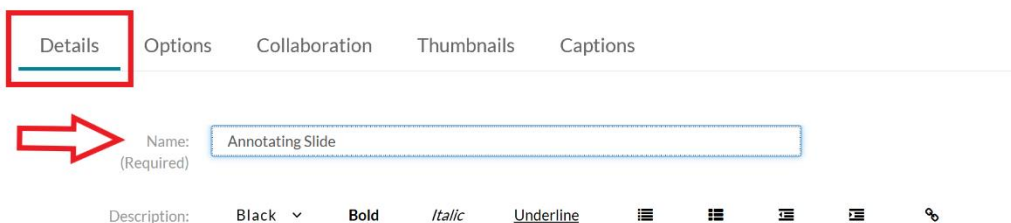Click the arrow to the RIGHT of **ACTIONS** to view the menu options and select **Edit**

You may edit the Name of your recording, description, and associated tags from the Details tab. Click the **Launch Editor** button to open the Kaltura Capture Editor. Be patient and it may take a few moments.

To begin editing your recording, click **Save a Copy** button (1.). Next, determine how many frames you need to see by sliding the zoom out/in button (2.). In this example, there was no audio. When audio is part of the recording, you will see the sound wave forms at the bottom edge of the image frames displayed. Using the playhead (3.), move it to the frame you want to cut and set the in point by clicking on the **LEFT [** . Move the playhead to a frame to set a new out point by clicking the **RIGHT]**. Click the scissors to split the recording.
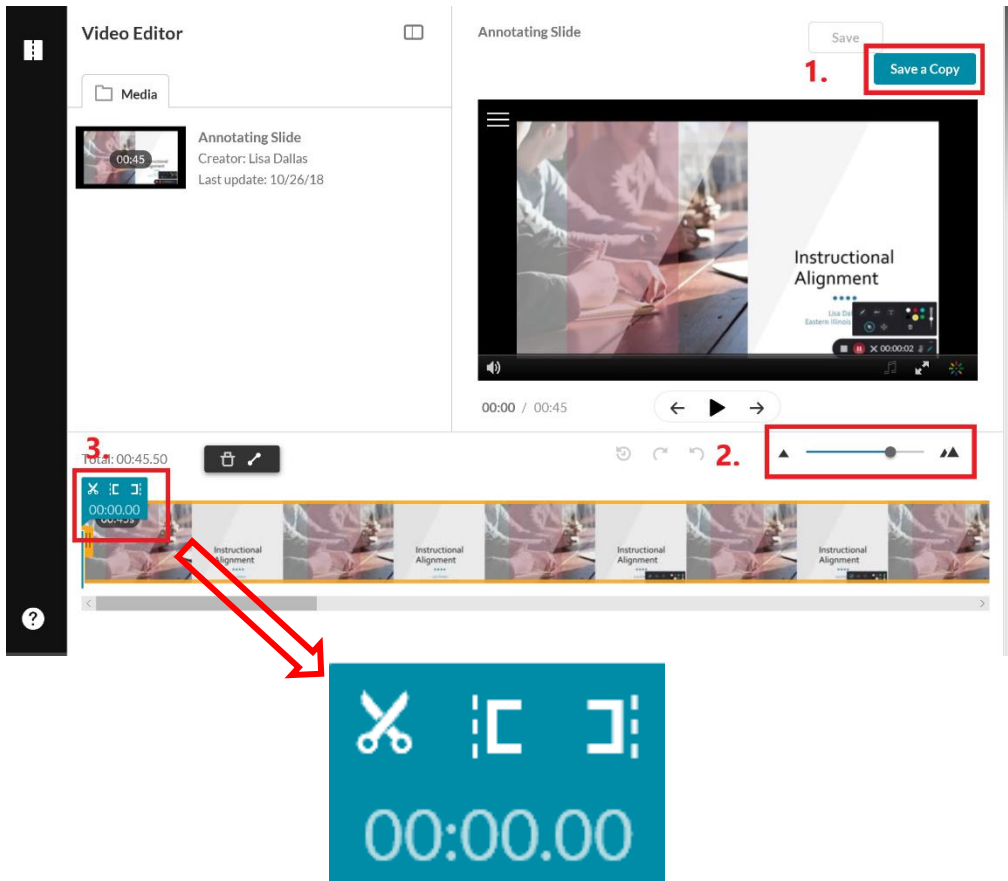
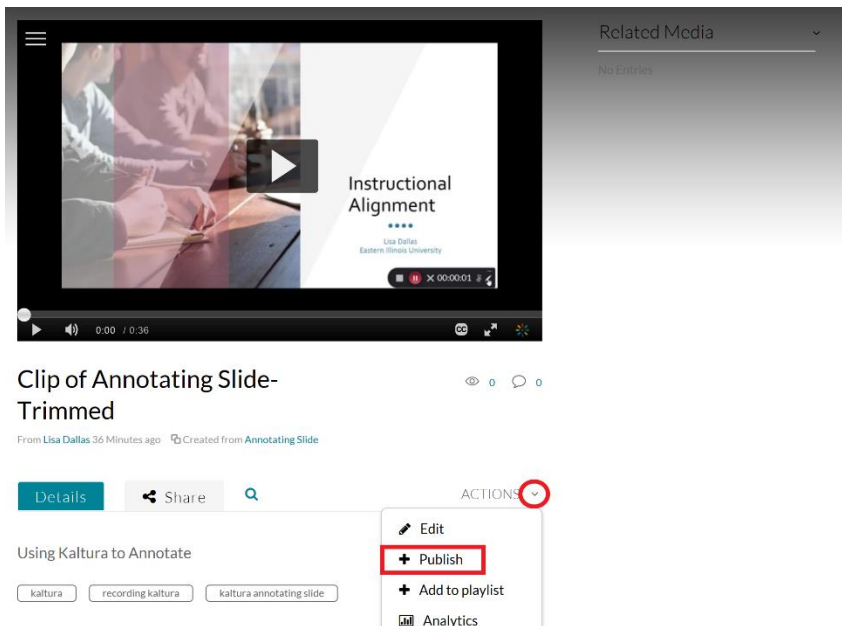Once you have your recording trimmed, click **Save** button, then **OK** button.
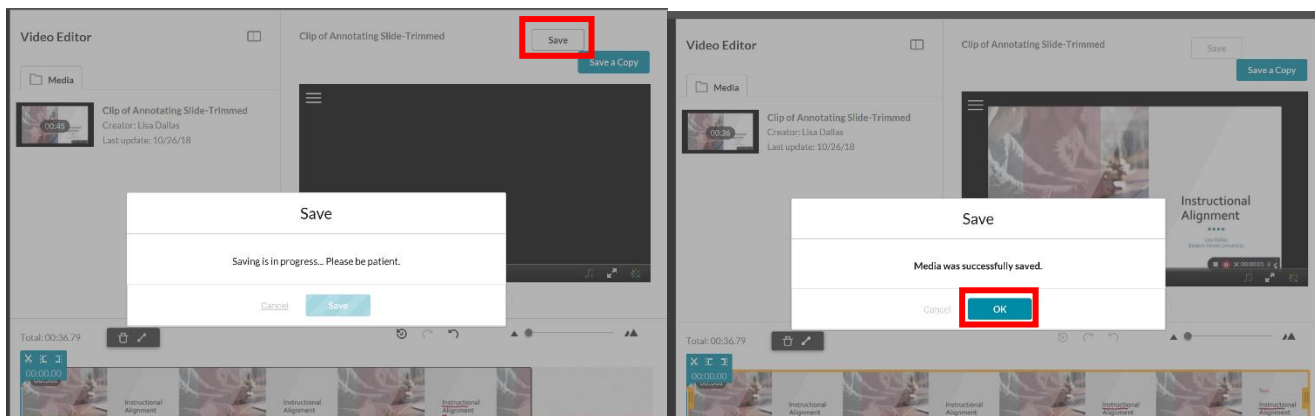
EIU ITC itcts 093 - Trimming a Video Using Kaltura Capture offers a quick review;
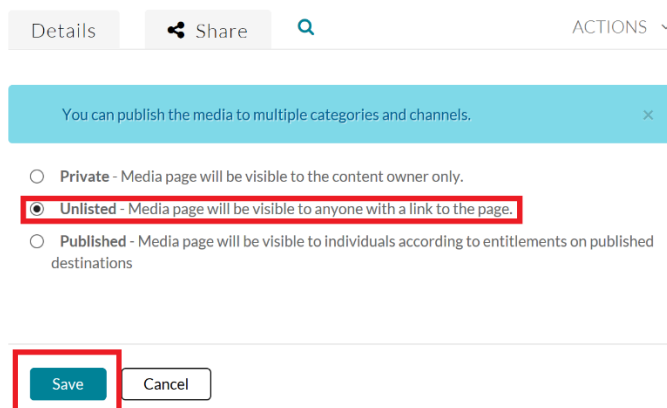https://www.youtube.com/watch?v=nhNCf6ciLyc (5:18 min)

Changing your Kaltura Capture Recording Status

All Kaltura Capture recordings are set to Private status. You may share your Kaltura Capture recording link in D2L WITHOUT changing its status. If you want to share your recording link OUTSIDE of D2L, you will need to change the status from Private to Unlisted. If you select Public, anyone with an EIU NetID may access your recording(s).

Click the arrow to the RIGHT of **ACTIONS** to view the menu options and select **Publish**

Click the radio button to the LEFT of **Unlisted** and click the **Save** button.

EIU ITC itcts 094 - Sharing a Video Link Using Kaltura offers a quick review;
https://www.youtube.com/watch?v=vJz2v_a-H1c (4:04 min)

Embedding Kaltura Capture recordings in D2L

1. Login to your D2L course. Within the module, select "**New**" > "**Create a File**"

2. Enter the title you want to appear as the title of the link within the module. Then, select the "Insert Stuff" button on the left of the formatting toolbar. NOTE: you may add Kaltura media to Discussion topics and Dropbox folders using the same instructions.
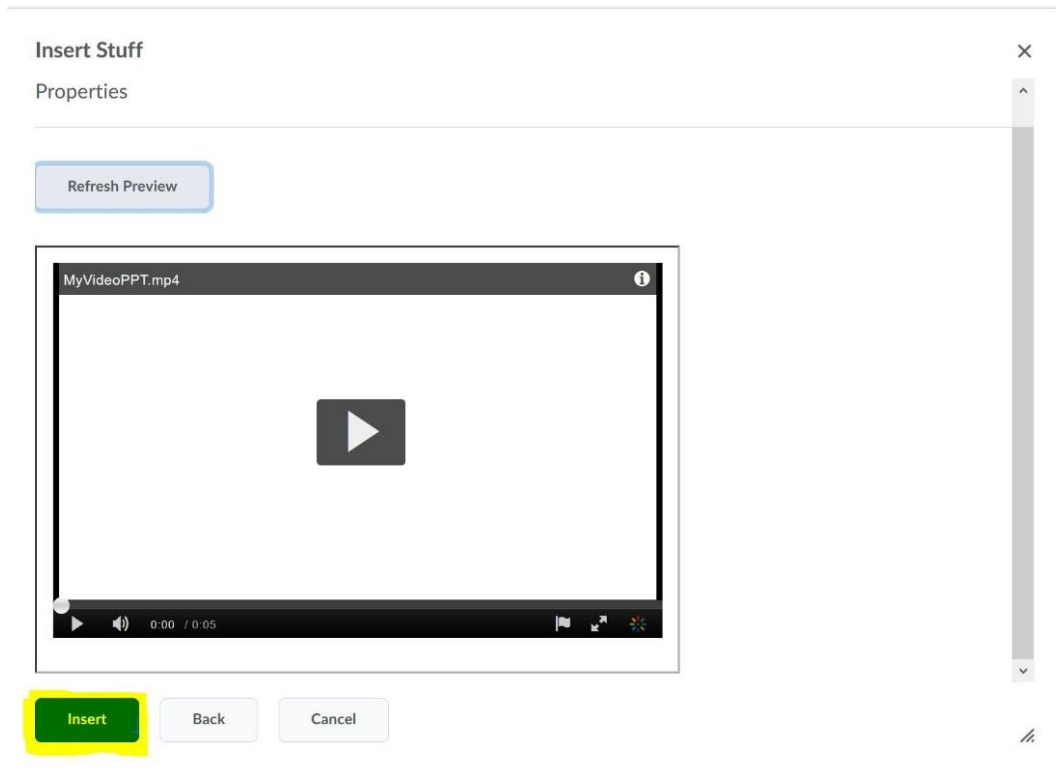
3. Select "**Add Kaltura Media**" from the Insert Stuff menu.

4. For **Kaltura**, select the video you want to insert from the list of videos available by clicking **Select** button and **Large** for screen size.
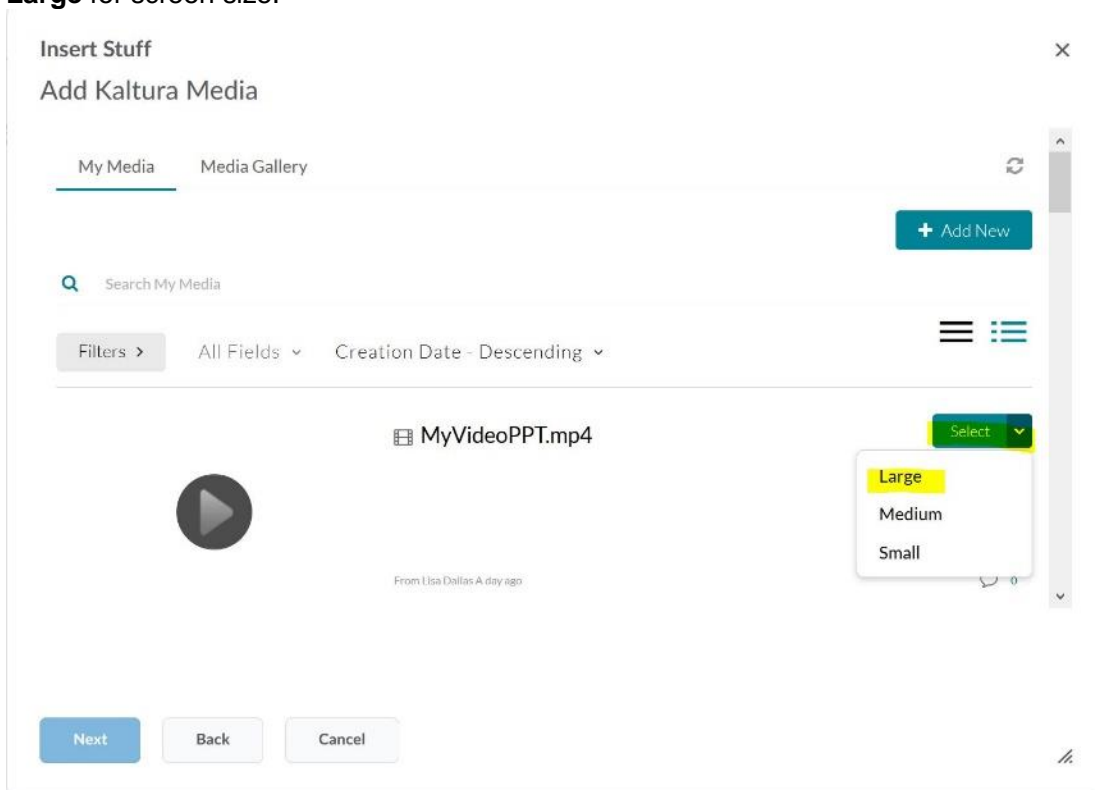
Once it loads/displays, click **Next** button, then **Insert** button

Type the title of the video in the **Title field**, type the **length of the video** in parenthesis so the learner may be aware of how much time to allow for viewing the video, and click the **Publish** button.
***** **Note**: You must be the owner of the video for it to appear on your list.

Additional Kaltura Resources

Available tutorial videos from Kaltura Learning (https://learning.mediaspace.kaltura.com):
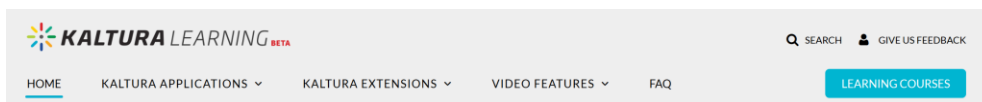
NOTE: Kaltura Personal Capture and Kaltura Capture are the same application. You will see both referenced in text and video tutorials.

Kaltura Personal Capture User Guide: https://bit.ly/2R4FHk3